

LANCASTER COUNTY
ASSISTANT NURSING DIRECTOR

NATURE OF WORK

This is responsible administrative, supervisory and professional nursing work coordinating and scheduling nursing services within a county operated nursing or correctional facility.

Work involves responsibility for assisting in developing and implementing nursing care programs, policies and procedures, inservice and quality assurance programs and standards of nursing practices; orienting, supervising and evaluating subordinate nursing staff; preparing, coordinating and maintaining the nursing staff work schedules and facility clinic schedules; and performing daily rounds to assess resident care delivery. Work also involves conferring with facility staff, family members and physicians regarding resident health status and services provided; assisting in budget preparation and monitoring of medical expenses; and maintaining resident medical records and associated statistical data. General supervision is received from an administrative superior with work reviewed in the form of effectiveness of nursing services provided and compliance with federal, state and facility regulations and procedures. Supervision is exercised over designated nursing personnel.

EXAMPLES OF WORK PERFORMED

Assist in the development and implementation of nursing care programs, nursing policies and procedure manuals, standards of nursing practices and inservice and quality assurance programs.

Perform daily rounds to assess facility resident care and assure staff compliance with facility safety and nursing guidelines; provide direct health care services to facility residents including distributing medications, providing treatments, performing medical screening and laboratory tests and assessing medical needs.

Maintain the facility's infection control program and efforts; serve as facility's primary health nurse in conjunction with applicable disease prevention and control programs.

Orient, supervise and evaluate subordinate nursing staff; identify employee-related problems and recommend corrective action; prepare, coordinate and maintain the nursing staff work schedules and facility clinic schedules.

Confer with facility staff, family members and physicians regarding resident health status and services provided; facilitate communication with facility and non-facility staff and health care service providers; identify and arrange for pertinent resident intervention or health care services as needed.

Assist in budget preparation and ongoing monitoring of clinical expenses for medical area; establish and enforce inventory controls for medications, medical records, medical supplies and

equipment; maintain statistical data regarding delivery of medical services, resident health care status and related issues; compile and maintain medical records and associated documents.

Perform the duties of the administrative superior in his/her absence.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of professional nursing principles, practices and techniques as they pertain to the delivery of health care nursing services.

Considerable knowledge of the health issues and problems associated with residency within a nursing care or correctional facility.

Considerable knowledge of federal, state and facility regulations governing the operation of a nursing care or correctional facility.

Considerable knowledge of managerial principles and practices as they pertain to the delivery of health care nursing services.

Considerable knowledge of infection and disease prevention and control.

Considerable knowledge of pharmacology related to the delivery of nursing health care services.

Considerable knowledge of the quality assurance processes and standards within a health care environment.

Considerable knowledge of human services and health care service agencies in the community.

Knowledge of the use and maintenance of the standard equipment utilized in the delivery of nursing services.

Ability to make professional nursing and administrative decisions within the framework of established policies and procedures.

Ability to plan, assign and evaluate the work of nursing staff.

Ability to plan, formulate and execute nursing programs.

Ability to maintain accurate records reflecting patient medical status and health care services referred or provided.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with medical staff, contracted service providers, facility residents and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a baccalaureate degree nursing program approved by the State of Nebraska supplemented by graduate course work in gerontology plus considerable experience in the delivery of long term health care nursing services involving supervisory responsibilities.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of nursing approved by the State of Nebraska plus experience in the delivery of nursing services including some experience in a supervisory capacity or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills, and meets licensure requirements.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working in the Corrections Department must meet such physical and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: _____
Personnel Director

Revised 5/98

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